



## ***State of Louisiana***

### **DIVISION OF ADMINISTRATION OFFICE OF THE COMMISSIONER**

**M. J. "MIKE" FOSTER, JR.**  
GOVERNOR

**MARK C. DRENNEN**  
COMMISSIONER OF ADMINISTRATION

### **DIVISION OF ADMINISTRATION**

### **POLICY NO. 18**

**EFFECTIVE DATE:**        **January 21, 2002; Revised 6/12/03**

**SUBJECT:**                **Cellular Phone Utilization and Reimbursement -  
State Issued and Employee Owned**

**AUTHORIZATION:**        **Whitman J. Kling, Jr., Deputy Undersecretary**

### **I.     POLICY:**

#### **STATE ISSUED CELL PHONE**

It shall be the policy of the Division of Administration that all requests for state issued cellular phones be authorized by the Section Head and approved by the Commissioner of Administration, and that utilization shall be in compliance with the guidelines and procedures established in this policy including:

- A.     Cellular calls should be limited to State business,
- B.     Cellular phones should be used when no other means of communication are available,
- C.     The length of the conversation should be limited, and
- D.     Personal calls must be reimbursed with a check made payable to the Division of Administration using the following guidelines:
  - 1.     In the event total minutes utilized exceeds your plan limit, reimbursement shall be based on personal call utilization up to but not greater than the cost of the minutes that exceed the plan (i.e. your plan calls for 300 minutes – you incur 350 minutes of total utilization – you had 55 minutes of personal utilization – your reimbursement responsibility will be 50 minutes at the plan per minute charge). **Note:** No reimbursement is required when total plan minutes are not exceeded.

2. Any assistance, roaming charges, or other miscellaneous charges which are not clearly business related.

### **EMPLOYEE OWNED CELL PHONE**

It shall be the policy of the Division of Administration that all requests for reimbursement of cellular phone billings be authorized by the Section Head, and that utilization shall be in compliance with the guidelines and procedures established in the policy including:

- A. Cellular calls for which reimbursement will be claimed during work hours must be limited to State business,
- B. Cellular phone calls for business related reasons should be used only when no other means of communication are available,
- C. The length of the conversation should be limited, reasonable and necessary, and
- D. Reimbursement for business calls from an employee's personal cellular phone shall be made in the following manner:
  1. An average cost per minute will be calculated and applied to the number of business call minutes. For example, if the total monthly cost is \$53.34 and the total minutes used was 400, then the average cost per minute would be \$0.13, or  $\$53.34/400$ . If the total business minutes were 95, the employee would be due \$12.35, or  $95 \times \$0.13$ .
  2. Employee requests for reimbursement shall be made in writing and a copy of the cellular phone bill indicating the business minutes to be reimbursed must be attached.

## **II. PURPOSE:**

The Division of Administration understands that due to the nature of job responsibilities of certain employees, it is necessary to have a cellular phone policy which covers utilization of state issued cellular phones and which also allows employees to utilize their personally owned devices for business dictated purposes when necessary.

## **III. APPLICABILITY:**

This policy shall be applicable to all employees in all sections of the Division of Administration, both general and ancillary appropriations.

#### **IV. RESPONSIBILITY:**

##### **COMMISSIONER OF ADMINISTRATION is responsible for:**

Approving all state issued cellular phone requests.

##### **DEPUTY UNDERSECRETARY/ASSISTANT COMMISSIONERS AND EQUIVALENT are responsible for:**

Holding section heads under their supervision accountable for adhering to all aspects of this policy.

##### **SECTION HEADS are responsible for:**

Authorizing their respective section's request for state issued cellular phones and forwarding those requests to the Commissioner of Administration for approval.

Providing a copy of the monthly bill for each state issued cellular phone to each respective user in the section, and assuring that:

- a. Each employee has reviewed and signed their respective bill acknowledging the amount of personal costs due,
- b. A check for reimbursable personal costs is attached to the reviewed bill,
- c. Signing each bill after all employees have completed their review.

Assuring that the reviewed bills and any checks are forwarded to the Office of Finance and Support Services.

Periodically reviewing the cellular plan to be sure that the most cost effective plan is being utilized for the employee's business needs.

Determining whether calls made on an employee's personally owned device was actually business related.

Reviewing and approving employee reimbursement requests for calls made on the employee's personally owned device.

Making sure that each employee under his/her supervision is:

- a. made aware of this policy and its contents as well as any forthcoming revisions,
- b. informed that he/she must abide by the terms of this policy as a condition of employment, and
- c. informed of the consequences of violation of this policy.

Providing for formal review of this policy with all affected employees on a cyclical basis.

**EMPLOYEES are responsible for:**

Complying with all aspects of this policy.

**OFFICE OF FINANCE AND SUPPORT SERVICES is responsible for:**

Providing the sections with copies of their respective cellular phone bills.

Maintaining the bills with the acknowledgements received from the sections in proper files.

Immediately depositing into the Treasurer's Bank Account, checks received from employees for personal cellular phone usage.

**V. QUESTIONS:**

Questions regarding this policy should be directed to the section head, the Director of the Office of Finance and Support Services, or the Deputy Undersecretary.

**VI. VIOLATIONS:**

Employees found to have violated this policy may be subject to disciplinary action.